

How to Apply for a Phytosanitary Certificate through PCIT

Step 1 (Create an Application)

- After logging into PCIT (<https://pcit.aphis.usda.gov/pcit/faces/index.jsp>), select your application from the left hand side of the screen

Welcome Jason L. Shorter of Indianapolis (State).
[Manage Account](#) [Sign Out](#)

USDA Phytosanitary Certificate Issuance & Tracking System (PCIT)

Welcome

Need Help ?

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My Duty Station Workload
Create Application
 With Template
 Without Template
View Applications
Manage Template Data
Financial Management
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EXCERPT

Welcome to the Phytosanitary Certificate Issuance and Tracking (PCIT) System. PCIT allows you to quickly create and submit applications for Phytosanitary Certificates for the purpose of exporting commodities.

New to PCIT? If you need help getting started, it is highly recommended that you view the [Quick Reference Guides](#) for information on how to create Phytosanitary applications, navigate PCIT, and add funds to your organization account. Online help is always a click away - just click [Need Help?](#) located toward the top right corner of any page.

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Step 2 (Choose your Phyto)

PCIT Home
Application Step by Step
Certificate Type
General
Export & Shipping
Commodities
Attachments
Summary/Submit
EXCERPT

Select Your Certificate Type

Please enter the required information on each of the Application Step by Step pages. You may enter the information in any order. When complete, go to Summary/Submit to submit the application. If you would like to finish the application at a later time, you may save the application as a work in progress. You may also save the application as a template.

Please choose your certificate type and click 'Next'.

	Used for:	Available at:
PPQ Form 577	US origin commodities going to a foreign consignee.	All PPQ offices or check with individual state/county agriculture department.
PPQ Form 579	Foreign origin commodities reexported from US to foreign consignee.	All PPQ offices or check with individual state/county agriculture department.
State Certificate	Interstate movement of commodities. Note: Foreign consignees can be used when the certificate will be converted to a federal certificate at a PPQ duty station (e.g., handling CITES).	California, Colorado, Connecticut, Florida, Idaho, Illinois, Indiana, Iowa, Kentucky, Massachusetts, Michigan, Minnesota, Missouri, Montana, Nebraska, New Mexico, North Carolina, Oregon, Rhode Island, South Dakota, Texas, Utah and Wisconsin State offices.

Choose the type of Certificate you need based on the destination of the shipment. "State Phytos" are for shipments within the United States and U.S. Territories.




PPQ Form 577

[Next](#)

Step 3 (Adding Exporter & Consignee Information)

PCIT Home	Tracking #: 1610337	Save as Work in Progress	Save as Template	View Application	View Certificate
Application Step by Step					
Certificate Type	General				
General	Items marked * are required.				
Export & Shipping	Applicant Name: <input type="button" value="Update"/>				
Commodities	Applicant Address:				
Attachments	Exporter Name*: <input type="text" value="Select"/> <input type="button" value="Add"/>				
Summary/Submit	Consignee Name*: <input type="text" value="Select"/> <input type="button" value="Add"/>				
EXCERPT	Certificate Type: PPQ Form 577				
	Requested Issuing Duty Station*: <input type="text" value="IN: Indianapolis (State)"/> <input type="button" value="Add"/>				
	Reference Information: <input type="text" value="Enter Lot Numbers, or other info here."/>				
	Import Permit Number: <input type="text" value="If you have an Import Permit, please list only the Import Permit number here."/>				
	Comments: <input type="text" value="Please enter information on how & where you want the Phyto returned. If this section is blank, the Phyto will be mailed."/>				
	<input type="button" value="Previous"/> <input type="button" value="Next"/>				

Step 4A [Export & Shipping Details – Part One (Top of Page)]

USDA	Phytosanitary Certificate Issuance & Tracking System (PCIT)	  
Application for Phytosanitary Certificate		
PCIT Home	Tracking #: 1610337	Save as Work in Progress Save as Template View Application View Certificate Draft Close Delete
Application Step by Step		
Certificate Type	Export & Shipping Details	
General	Consignee Country:	
Export & Shipping	Please enter Export and Shipping details below. These details apply to the entire shipment.	
Commodities	Items marked * are required.	
Attachments	Export Details	
Summary/Submit	Shipment Value: <input type="text" value="Noncommercial < \$1250"/> <input type="button" value="Add"/>	
EXCERPT	Approximate Date For Departure From Port Of Export*: <input type="text" value="03/22/2011"/> <input type="button" value="Add"/>	
	Port Of Export: <input type="text" value="Los Angeles, California"/> <input type="button" value="Add"/>	
	Declared Means Of Conveyance From Port Of Export*: <input type="text" value="Ocean Vessel"/> <input type="button" value="Add"/>	
	If Other, More Details: <input type="text" value=""/>	
	Default Shipping Details	
	Default Number of Packages, Package Description, and Distinguishing Marks for this shipment. Each commodity will default to these but can be overridden on the Commodity Details screen.	

Step 4B [Export & Shipping Details – Part One (Bottom of Page)]

Default Number of Packages, Package Description, and Distinguishing Marks for this shipment. Each commodity will default to these but can be overridden on the Commodity Details screen.

Number Of Packages:

Note: Must be zero or blank when a [pre-defined package description](#) is used.

Package Description:

[Edit](#) [Edit Help](#)

If Other, More Details:

Distinguishing Marks:

Please enter information into each section. When entering Distinguishing Marks, only enter what is physically written on the boxes, bags, containers, etc.

[Edit](#) [Edit Help](#)

If Other, More Details: [Cut & Paste Tip](#)

IMPORTANT: The default values entered above will apply to **new commodities only**. To apply one or more of these defaults to commodities already included in the application, select the corresponding checkbox and click the 'Apply' button.

Apply To All Existing Commodities: [Select All](#)

☐ Number of Packages☐ Package Description☐ Distinguishing Marks[Apply](#)

Point Of Entry:*

If left blank, the consignee country will be automatically added.

This is the point where the shipment reaches the Consignee country.

Step 5 (Adding the Commodity being Shipped)

PCIT Home	Tracking #: 1610337	Save as Work in Progress	Save as Template	View Application	View Certificate Draft	Close	Delete
Application Step by Step	Commodities Overview						
Certificate Type	Enter the location, date, and time the commodities will be available for inspection. Use the buttons to add individual, mixed , or cross commodities to the application. Commodities that have been added to the application are listed below. You may update or delete the commodities listed. Commodity inspection information is not required for 579 applications.						
General	Commodities Available For Inspection At:* <input type="text" value="Smiths Seeds, Indianapolis, I"/>						
Export & Shipping	Commodities Available On:* <input type="text" value="03/15/2011"/> <input type="button" value="Calendar"/> Enter where & when the materials can be inspected.						
Commodities	mm/dd/yyyy						
Attachments	Time:* <input type="text" value="15"/> <input type="text" value="00"/>						
Summary/Submit	Hours (e.g. 17) Minutes (e.g. 45)						
EXCERPT	Note: A phytosanitary certificate cannot be issued if the time limit between the inspection and the shipping date has been exceeded.						
	No commodities have been added to the application. Please select a button to add a commodity or mixed commodity.						
	Add Commodity Add Mixed Commodity Add Cross Commodity						
	Previous Next						
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Step 6 (Selecting the Commodity)

- You can search for a commodity by common or scientific name.
- Include Genus and Species.

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Sign Out

USDA Phytosanitary Certificate Issuance & Tracking System (PCIT)

Application for Phytosanitary Certificate Need Help ?

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Commodity Search

Please enter either a common name or a botanical name to search for a commodity. Select a commodity from the resulting list to add to your application.
Click here for [search tips](#). Any search will only return 1000 commodities max.

Search By: ☐ Common Name ☒ Botanical Name

Search Results

There are no commodities in the current search results.

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Step 7 (Complete the Selection of the Commodity)

PCIT Home
Application Step by Step
Certificate Type
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EXCERPT

Commodity Search

Please enter either a common name or a botanical name to search for a commodity. Select a commodity from the resulting list to add to your application.
Click here for [search tips](#). Any search will only return 1000 commodities max.

Search By: ☐ Common Name ☒ Botanical Name

If the commodity name you were looking for is not listed in the search results, you can [add it in the application as an unlisted commodity](#).

The commodities you add will not be stored in a template.

Search Results

"Select" item being shipped

Common Name	Botanical Name	
Masa Mixta	Zea Mays	<input type="button" value="Select"/>
Corn grits	Zea mays	<input type="button" value="Select"/>
Corn hominy	Zea mays	<input type="button" value="Select"/>
Yellow corn	Zea mays	<input type="button" value="Select"/>
Yellow Popcorn	Zea mays	<input type="button" value="Select"/>
Maize	Zea mays	<input type="button" value="Select"/>
Popcorn	Zea mays	<input type="button" value="Select"/>
Corn Shoots	Zea mays	<input type="button" value="Select"/>
White corn	Zea mays	<input type="button" value="Select"/>

Step 8 (Complete the Details of the Commodity & the Shipment)

Common Name:* Yellow Popcorn

Botanical Name:* Zea mays

Part:*

If Other, More Details:

Quantity:* [Edit/View Multiple Units](#)

Unit:* Complete each section.
Use the drop down menus.

If Other, More Details:

Weight: Note: In pounds. This does not appear on the application or certificate.

Number Of Packages:* [Edit/View Multiple Packages](#) Note: Must be zero or blank when a pre-defined package description is used.

Package Description:* [Edit](#) [Edit Help](#)

If Other, More Details:


Distinguishing Marks:* [Edit](#) [Edit Help](#)

If Other, More Details: [Cut & Paste Tip](#)


Certified Origin(s): USA Click here to choose County(s) & State(s) or Origin

To add detailed origin information other than USA or to add multiple origins, please click the 'Add/Edit Multiple Origins' button: [Add/Edit Multiple Origins](#)

Step 9 (Completing the "Certified Origin" of the Commodity)



Phytosanitary Certificate Issuance & Tracking System (PCIT)



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Step 10 (Continuing After Completing "Certified Origin" Section)

Weight: Note: In pounds. This does not appear on the application or certificate.

Number Of Packages: [Edit/View Multiple Packages](#) Note: Must be zero or blank when a [pre-defined package description](#) is used.

Package Description: [Edit](#) [Edit Help](#)

If Other, More Details:

Distinguishing Marks: [Edit](#) [Edit Help](#)

If Other, More Details:
[Cut & Paste Tip](#)

Certified Origin(s): Shelby County, Indiana, USA

To add detailed origin information other than USA or to add multiple origins, please click the 'Add/Edit Multiple Origins' button: [Add/Edit Multiple Origins](#)

☐ Use this certified origin for all future commodities I am entering at this time.

[Cancel](#) [Save](#)

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Step 11 (Commodities Overview)

- Here you can double check you commodity and add additional commodities to the shipment if needed (repeat steps 5-10).

USDA Phytosanitary Certificate Tracking System (PCIT)

Application for Phytosanitary Certificate

Tracking #: 1338778

[Save as Work in Progress](#) [Save as Template](#) [View Application](#) [View Certificate Draft](#) [Close](#) [Delete](#)

Commodities Overview

Enter the location, date, and time the commodities will be available for inspection. Use the buttons to add individual, [mixed](#), or [cross](#) commodities to the application. Commodities that have been added to the application are listed below. You may update or delete the commodities listed. Commodity inspection information is not required for 579 applications.

Commodities Available For Inspection At:

Commodities Available On:
mm/dd/yyyy

Time:
Hours (e.g. 17) Minutes (e.g. 45)

Note: A phytosanitary certificate cannot be issued if the time limit between the inspection and the shipping date has been exceeded.

Common Name	Botanical Name	Quantity	Unit	Update Selected	Delete Selected
Yellow Popcorn	Zea mays	5000	Pounds	<input type="checkbox"/>	<input type="checkbox"/>

[Add Commodity](#) [Add Mixed Commodity](#) [Add Cross Commodity](#)

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Step 12 (Attach Supporting Documents)

Welcome Jason L. Shorter of Indianapolis (State). [Sign Out](#)

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Application for Phytosanitary Certificate [Need Help ?](#)

Tracking #: 1338778 [Save as Work in Progress](#) [Save as Template](#) [View Application](#) [View Certificate Draft](#) [Close](#) [Delete](#)

Attachments

Attachments can be added to your application. Examples of attachments are Import Permits, Lab Results, Field Inspections, or Foreign Phytos. To add attachments to your application, click the 'Add Attachment' button.

No attachments have been added to this application.

[Add Attachment](#) This is where you attach Import Permits, FGIS Reports, etc.

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Step 13 (Submit Your Application)

Comments:

Shipment Value:

Approximate Date For Departure From Port Of Export:

Port Of Export:

Declared Means Of Conveyance:

Shipping Details: *For information, click the commodity 'Details' button(s) below.*

Point Of Entry: Nuevo Laredo, Tamaulipas, Mexico [Edit](#)

Commodities Available For Inspection At:

Commodities Available On: 10/22/2010 [Time:](#) 1400

Commodities Total: 1 [Edit](#)

Common Name	Botanical Name	Quantity	Unit	
Yellow Popcorn	Zea mays	5000	Pounds	Details

Attachments: There are no file(s) attached to this application. [Edit](#)

Notice: By submission of this application, I certify that the origin (place where grown) of the articles listed is as represented.

[Previous](#) [Submit Application](#)

If application is ready to go, select "Submit Application".

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